

Raymond Kelly Richardson  
Superintendent

Barry Golner  
Deputy Superintendent

Mark LeBlanc  
Deputy Superintendent

*Rec  
7/7/2021  
Kd*

To: Eileen Donoghue  
City Manager

From: Raymond Kelly Richardson  
Superintendent of Police

Date: July 7, 2021

Re: Out of State Travel

I respectfully request permission to send one Lowell Police Officer to attend Crash Reconstruction at the Litchfield County Regional Fire School in Torrington, Connecticut. I have supplied a breakdown of costs below. Thank you for your time in this matter.

**Conference:** SRR Crash Reconstruction

**Location:** Litchfield County Regional Fire School, Torrington, CT

**Dates to Travel:** August 9 – August 20, 2021

**Flight:** \$0

**Hotel:** \$1,310.00 (approximately)

**Conference Cost:** \$995.00

**Mileage/Fuel/Toll/Parking:** Will submit receipts upon return

**Car Rental:** \$0.00

**Per Diem:** \$600 (\$50.00 x 12 days)

**Number of people:** 1

**Total:** \$2,905.00